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**CONTINUITY OF OPERATIONS PLAN
2002**

**NATIONAL OCEANIC AND
ATMOSPHERIC ADMINISTRATION**

**HERBERT C. HOOVER BUILDING
WASHINGTON, DC**

**UNITED STATES
DEPARTMENT OF COMMERCE**

OCTOBER 2002

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NOTICE OF CONFIDENTIALITY

Information contained in this Continuity of Operations Plan is **FOR OFFICIAL USE ONLY**. Portions of this plan may contain information that raises privacy or other considerations and which may be exempt from mandatory disclosure under the Freedom of Information Act. It is to be used by personnel with an official “Need to Know” based on their responsibilities relative to NOAA operations in the Herbert C. Hoover Building, (“HCHB”) in Washington, DC. Some of the information in this Plan, if made public, could endanger the lives and privacy of associates. In addition, the disclosure of information in this Plan could compromise the security of essential equipment, services, and systems of the National Oceanic and Atmospheric Administration, or otherwise impact NOAA’s ability to perform its critical functions. Unauthorized use of this information may constitute an invasion of privacy and a violation of law.

INTRODUCTION

Contained herein is the Continuity of Operations Plan (“COOP or “Plan”) for National Oceanic and Atmospheric Administration operations conducted in the HCHB. This Plan will ensure that critical functions performed by NOAA personnel in the HCHB can be re-established elsewhere in the event of an emergency.

This section contains three laminated pages that summarize actions to be taken under various COOP activation scenarios ranging from the least disruptive to most catastrophic.

More detailed information is available in the General Plan and the informational appendices.

The Herbert C. Hoover Building is located at:
14th & Constitution Ave., NW
Washington, DC 20230

COOP ACTIVATION SCENARIOS

Described in this section are various scenarios under which this COOP may be activated, in ascending order from the least disruptive incident to the most catastrophic.

SCENARIO ONE:

VOLUNTARY ACTIVATION **due to incapacity of** **Herbert C. Hoover Building**

IF HCHB IS AFFECTED, but Silver Spring, MD operations are functioning, key staff from affected Line and Staff Offices in HCHB will relocate to the NOAA Administrator's Executive suite located in NOAA's Silver Spring Metro Complex, Building 3, 15th Floor (*see Appendix E*) while damage is assessed and near- and long-term plans are formulated.

STEP 1: Department of Commerce Security Office contacts NOAA COOP Coordinator and/or Under Secretary for Oceans and Atmosphere

STEP 2: NOAA COOP Coordinator, in consultation with NOAA Administrator and Executive Team, decide whether to activate COOP

STEP 3: If COOP activated, NOAA COOP Coordinator immediately contacts Site C Emergency Management Team (*See Appendix B*)

SCENARIO TWO:

ORDERED TO ACTIVATE
by White House or other authority due to
imminent threat to Washington, DC
Metropolitan Area

This scenario envisions a situation where **Washington, DC facilities are, or soon may be, incapacitated or otherwise unavailable** for normal business activities. This may be occasioned upon circumstances ranging from severely degraded building air quality to an actual or threatened use of weapons of mass destruction.

- STEP 1:** NOAA leadership receives order to activate COOP based on potential threat to Washington, DC Metropolitan Area.
- STEP 2:** NOAA COOP Coordinator instructs Site C Emergency Management Team (Appendix B) to depart for Site C (Appendix F).
- STEP 3:** NOAA COOP Coordinator directs the transfer of the Under Secretary for Oceans and Atmosphere (NOAA Administrator) to Site C.
- STEP 4:** a) NOAA COOP Coordinator notifies Department of Commerce Security Coordination Center of decision to relocate to Site C by calling [(202) 482-5100 or toll free 1-866-510-1902].
- b) NOAA COOP Coordinator notifies Site C of COOP activation and the need to prepare site for the arrival of the Emergency Management Team.
- STEP 5:** Within 12 hours, the Site C Emergency Management Team assembles at Site C and critical functions are reconstituted

SCENARIO THREE:

AUTOMATIC ACTIVATION

This scenario envisions a situation where HCHB is incapacitated and rendered unusable. **In addition, the Site C Emergency Management Team is unable to travel to Site C** as a result of an actual or threatened use of a weapon of mass destruction, or other catastrophic natural or man-made event. Under this Scenario, the President is likely to have declared a National Security Emergency Under E.O. 13656, and other authorities.

ACTION: Pre-selected Field and/or Regional offices assume headquarters leadership of their respective line offices, until further notice. (*See Appendix C*)

APPROVALS

This Continuity of Operations Plan was prepared in accordance with direction in Presidential Decision Directive 67 and subsequent implementing guidance in Federal Preparedness Circulars 65, 66, and 67.

Approved: _____ **Date** _____
**Under Secretary of Commerce for
Oceans and Atmosphere**

Approved: _____ **Date** _____
NOAA COOP Coordinator

TABLE OF CONTENTS

| | SECTIONS |
|--|-----------------|
| INTRODUCTION | |
| ACTIVATION SCENARIOS | |
| <hr/> | |
| EXECUTIVE SUMMARY | |
| GENERAL PLAN | 1 |
| RESPONSIBILITIES | 2 |
| CRITICAL FUNCTIONS | 3 |
| ALTERNATE SITES | 4 |
| VITAL RECORDS | 5 |
| ORDERS OF SUCCESSION/ DELEGATION OF AUTHORITY | 6 |
| COMMUNICATION AND COORDINATION | 7 |
| TRAINING, TESTING AND EVALUATIONS | 8 |
| BUSINESS/PERSONNEL MANAGEMENT | 9 |
| COOP DOCUMENT MANAGEMENT | 10 |

APPENDICES

| | <u>TAB</u> |
|--|-------------------|
| EMERGENCY CONTACT INFORMATION: NOAA COOP Coordinator | A |
| EMERGENCY CONTACT INFORMATION: NOAA Leadership/Senior Officials | B |
| Alternate Line Office Leadership | C |
| Critical Functions | D |
| Site B | E |
| Site C | F |
| Vital Records Plan | G |
| Orders of Succession | H |
| Training, Testing and Evaluations | I |
| Site Vulnerability Analysis | J |
| Occupant Emergency Plan for HCHB | K |
| Maps and Directions to Site C | L |

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EXECUTIVE SUMMARY

FOR OFFICIAL USE ONLY**Executive Summary**

This Continuity of Operations Plan for NOAA Headquarters operations (“NOAA-HQ”) ensures the continuance and uninterrupted delivery of critical services to the public, other Federal agencies, tenants, clients, and NOAA personnel which is necessary to enable NOAA to comply with existing statutes, executive orders, and mandates, among which are included the Stafford Act, and other applicable laws, statutes, and regulations. This Plan is prepared in accordance with guidance in Presidential Directive 67 (Ensuring Constitutional Government and Continuity of Government Operations), which requires all federal Departments and agencies to have a viable continuity of operations capability.

This Plan focuses on actions required in the first 12 hours after an incident, although it recognizes that full restoration and reconstitution of NOAA Headquarters operations may take weeks or months. The Plan also provides for sustained operations for a period of 30-60 days in the event of a catastrophic event affecting the entire Washington Metropolitan Area.

Primary Objectives:

- \$ Protect the safety and well-being of employees and others
- \$ Minimize interruptions to critical functions performed in these facilities
- \$ Ensure continued leadership of NOAA
- \$ Provide for an orderly means of restoring normal operations as quickly and safely as possible

Plan Structure:

- *Introduction and laminated quick-reference guide* to immediate steps required in the even of COOP activation;
- *General Plan* of policies and management guidance; and
- *Appendices* with detailed information

FOR OFFICIAL USE ONLY**Basic Elements**

- **Identification of critical functions** that must be re-established within the first 12 hours
- \$ **Alternate locations** for performing critical functions
- \$ **An Emergency Management Team** to perform the critical functions, including continued command and control of NOAA

Critical Functions

These are functions or operations that are required to be performed by statute or Executive Order to provide vital services, exercise civil authority, maintain the safety and well being of the general populace, and/or sustain the nation's industrial and economic base in an emergency, or other functions deemed essential by the heads of principal organizational elements.

Alternate Sites

An alternate facility capable of supporting critical functions, operations and personnel is critical to COOP planning. An alternate facility must be capable of supporting operations in a threat-free environment, as determined by the geographical location and/or the protective characteristics of the facility.

If only HCHB is affected, senior NOAA officials and critical functions normally carried out in HCHB will be relocated to the NOAA Silver Spring, MD Metro Complex, Building 3, 15th Floor. The use of this alternate location will be determined by the nature of the emergency.

If the entire Washington, DC Metropolitan area is affected, (including Silver Spring, MD) senior NOAA officials will relocate to a pre-selected facility distant from the area (Site C).

Vital Records

The identification and protection of vital records is necessary to maintain critical functions. A vital records protection program aims to identify vital records, provide ready access to vital records in a disaster or emergency and enables NOAA-HQ personnel to meet continuity of operations objectives. NOAA's Office of Finance and Administration, in coordination with the Chief Information Officer, is currently developing a NOAA-wide Vital Records Management and Recovery Plan which will detail procedures for the inventory, storage, protection, cycling, and recovery of vital records

FOR OFFICIAL USE ONLY**Orders of Succession**

Agencies, and functional units within agencies, are responsible for establishing, promulgating, and maintaining orders of succession to key positions. This Plan provides for an Order of Succession for the Under Secretary, Assistant Administrators, and the Directors of major divisions within NOAA.

Communication

An effective communication plan is provided for in this Plan to assure that NOAA employees, other federal agencies and the public are kept informed during an emergency.

Training, Testing and Evaluations

In order to assure the efficacy of a Continuity of Operations Plan, it is necessary that all select employees are appropriately trained and informed of their roles with regards to its implementation and that the plan is continually tested, evaluated and, when appropriate, amended. A training/testing protocol is provided for in this Plan.

COOP Document Maintenance

The National COOP Coordinator, supported by a Steering Committee representing major organizations within NOAA, is responsible for maintaining this COOP. A protocol for addressing the distribution, reproduction and handling of the sensitive information contained in this Plan has been provided for.

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GENERAL PLAN

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General Plan

Introduction

NOAA, by law and Executive Order, is required to have the capability to maintain critical functions in the event of an emergency. Each NOAA organizational element, therefore, must be prepared to continue to perform its critical functions during an emergency or threat of an emergency, and to efficiently and effectively re-establish critical functions if they are interrupted.

General Concept

This Plan is designed to continue high priority, critical functions of NOAA-HQ following a disruption in operations. This Plan focuses on actions required in the first 12 hours after an incident, although it recognizes that full restoration and reconstitution of NOAA-HQ activities may take weeks or months. During a serious event, such as a national security emergency, when reconstitution of normal business functions in the Washington, DC Metropolitan Area is impossible, this Plan provides the capability to perform essential functions at a remote location for a period of 30 to 60 days. Additional planning and activities will take place, as necessary, to restore normal NOAA-HQ operations or to supplement this Plan with additional space, facilities and support systems.

Purpose

This Continuity of Operations Plan for NOAA ensures the continuance and uninterrupted delivery of critical services to the public, other Federal agencies, tenants, clients, and NOAA personnel which is necessary to enable NOAA to comply with existing statutes, executive orders, and mandates, among which are included the Stafford Act, and other applicable laws, statutes, and regulations.

This Plan provides policy and guidance for NOAA personnel to ensure that critical functions are continued in the event of an emergency and includes the deliberate and pre-planned movement of selected key officials and supporting staff to a relocation facility.

The COOP environment is an emergency response environment. Each major organization, including Washington, DC Headquarters, Silver Spring Metro Complex, Regional Administrative Support Centers, and other Regional and Field facilities, will have separate but coordinated COOP's. These Plans will be assimilated by the NOAA National COOP Coordinator into one National NOAA COOP.

COOP Activation Documentation

Activation and deactivation of the COOP will be documented in writing as part of the incident record, including date, time, and reasons for activation/deactivation. Oral decisions will be subsequently documented by written memoranda and incorporated in the incident files.

Applicability and Scope

This COOP provides direction, guidance, and procedures for continuity of operations planning, preparedness, and operations including the reconstitution of normal activities for critical functions performed in HCHB.

Coordination with HCHB Occupant Emergency Plan

A distinction must be made between a situation requiring evacuation only and one dictating the need to implement a COOP. For example, a sudden emergency, such as a fire or hazardous materials release, may require the evacuation of an agency building with little or no advanced notice, but for only a short duration. Alternatively, an emergency so severe that an agency facility is rendered unusable and likely will be for a period long enough to significantly impact normal operations, may require COOP implementation. NOAA has an executive decision process that will allow for a review of the emergency and determination of the best course of action for response and recovery. This will preclude premature or inappropriate COOP activation

This Continuity of Operation Plan is designed to work in coordination with the Department of Commerce HCHB Occupant Emergency Plan. The Occupant Emergency Plan establishes an orderly and safe means for evacuating HCHB in case of emergency and ensures those with special needs are given necessary assistance. (*See Appendix K*)

In contrast, this COOP provides for the continuation of critical functions if the HCHB cannot be quickly reoccupied after an evacuation. **It is a deliberate and preplanned movement of selected key officials and support staff to a backup facility.**

Informational Appendices

Appendices to this COOP contain detailed supporting information and documentation necessary to successfully implement the plan.

Authorities and References

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COOP planning is designed to ensure the continuance and uninterrupted delivery of critical services to the public, other Federal agencies, tenants, clients, and NOAA personnel which is necessary to enable us to comply with existing statutes, executive orders, and mandates, among which are included the Stafford Act, and other applicable laws, statues, and regulations.

Principle documents mandating the development and implementation of a COOP include:

- \$ Executive Order 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions, April 3, 1984
- \$ Executive Order 12656, Assignment of Emergency Preparedness Responsibilities, as amended, November 18, 1988
- \$ Executive Order 12919, National Defense Industrial Resources Preparedness, June 6, 1994
- \$ FPC 60 Continuity of the Executive Branch of the Federal Government at the Headquarters Level During National Security Emergencies, dated November 20, 1990
- \$ FPC 65, Federal Executive Branch, Continuity of Operations, July 26, 1999
- \$ National Security Act of 1947, dated July 26, 1947, as amended
- \$ Presidential Decision Directive 39, U.S. Policy on Counter-terrorism, June 21, 1995
- \$ Presidential Decision Directive 62, Protections Against Unconventional Threats to the Homeland and Americans Overseas, May 22, 1998
- \$ Presidential Decision Directive 63, Critical Infrastructure Protection, May 22, 1998
- \$ Presidential Decision Directive 67, Enduring Constitutional Government and Continuity of Government Operation, October 21, 1998
- \$ Executive Order 12148, Federal Emergency Management, dated July 20, 1979, as amended
- \$ 41 Code of Federal Regulations (CFR) 101-20.003, Definitions and 101-20.103-4, The Occupant Emergency Program, revised as of July 1, 1999
- \$ 36 Code of Federal Regulation (CFR) 1236, Management of Vital Records, revised as of July 1, 1998
- \$ Federal Preparedness Circular 65, dated July 26, 1999
- \$ Federal Preparedness Circular 66, dated April 30, 2001
- \$ Federal Preparedness Circular 67, dated April 30, 2001
- \$ Department of Commerce Administrative Order 210-10, Emergency Operations for Departmental Continuity, February 23, 1996
- \$ All NOAA Requirements as applicable

What this COOP Does Not Cover or Address

This COOP **is not** intended to address isolated events that may disrupt some normal activities in the HCHB, if employees are still able to conduct normal business activities without threats to their health or safety. Examples of such incidents are failures (such as individual elevators being out of service) or loss of information technology capabilities (such as E-mail or LAN services).

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Department of Commerce facilities management officials are responsible for addressing isolated facility-related matters.

RESPONSIBILITIES

Under Secretary for Oceans and Atmosphere/NOAA Administrator

- Direct the NOAA National COOP Coordinator in developing and activating the NOAA COOP Plan
- Provide overall policy direction, guidance, and objectives for continuity of operations planning
- Provide policy direction, guidance, and objectives during an incident for the implementation of the COOP
- Consult with and advise appropriate senior-level Federal officials during implementation of the COOP
- Participate in periodic intra- and interagency COOP exercises to ensure effective coordination and mutual support

NOAA COOP Coordinator

- ? Maintain a list of current work and after-hours contact information for NOAA leadership (including heads of Line Offices and major divisions)
- ? Provide detailed COOP briefings to individuals in the Under Secretary's Line of Succession
- Provide advice and assistance to other NOAA personnel in the development of site-specific COOPs
- Assist in the development, conduct and evaluation of COOP exercises for NOAA
- Coordinate the development of the NOAA-wide COOP
- Assess the severity of an emergency, in cooperation with the COOP Emergency Management Team
- Serve as the team leader for the COOP Emergency Management Team during incidents
- Maintain alternate or shared facilities in a readiness state
- Ensure the pre-positioning of essential data/vital records including classified or sensitive equipment and records
- Ensure the availability of reliable and interoperable telecommunications and information processing equipment
- Notify the Department of Commerce Security Coordination Center of relocation to an alternate facility (202/482-5100) or toll-free (1-866-510-1902).
- Participate in periodic intra- and interagency COOP exercises to ensure effective coordination and mutual support
- Serve as the liaison with the Department of Commerce COOP Coordinator

COOP Emergency Management Team

- \$ Assure continuing operation of critical functions of NOAA (See Appendix B for Emergency Management Team and Appendix F for Site C location information)

\$ COOP Steering Committee

The COOP Steering Committee consists of Line Office COOP Team members. Headed by the National COOP Coordinator, this group will address and resolve COOP policy issues, advise the National COOP Coordinator, ensure the COOP is accurate, in compliance with current policies, and is coordinated with other related NOAA and Department of Commerce plans. Members will also be responsible for keeping their principals advised on COOP matters. Finally, Steering Committee members will develop and participate in training and testing of the plan

U.S. Department of Commerce, Facility Manager

- Provide NOAA National COOP Coordinator with event-specific information including preliminary impact analysis, suggested occupancy or use, and any implications to operation
- Coordinate facility access for emergency responders (fire, policy, etc.)

U.S. Department of Commerce, Office of Security

- Risk assessment and contingency planning for threats to personnel or their capability to operate within HCHB
- Notify Under Secretary and NOAA COOP Coordinator in event of an emergency

Chief Information Officer (CIO)

- Develop policies to assure that records are routinely backed-up and maintained at secured off-site facilities. Protection and recovery, to the extent possible, of mission critical, non-electronic files will be the responsibility of each organization, in coordination with NOAA's Record Management Officer.

Assistant Administrators/Directors of OMAO and CFO/CAO

- Provide information and support for maintenance of this plan
- Provide policy advice to the Under Secretary of Commerce and NOAA COOP Coordinator for implementation activities during activation of this plan
- Maintain up-to-date emergency contact lists of key staff, including home phone numbers or addresses, and ensure that such lists are available in the event of an emergency
- Assist as necessary with the verification and identification of employees during activation of this plan

General Counsel

- Maintain up-to-date orders of succession and delegations of authority
- Serve as successor to the Under Secretary of Commerce, as reflected in the Order of Succession
- Provide legal advice to the Under Secretary

Employees

- Review and understand the procedures for emergency evacuation of the HCHB in the “Occupant Emergency Plan” (See **Appendix K**)
- Report to work to perform critical functions as detailed in this COOP, or as requested
- Provide appropriate current contact information to supervisors

Deputy Chief Administrative Officer

- Assure continuity of services in functional areas of acquisition, human resources, and facilities services

CRITICAL FUNCTIONS

In addition to the critical functions performed in HCHB (See **Appendix D**) the following minimum critical functions will be performed regardless of the nature of the disruption. Additional specific critical functions and activities of the organizations covered by this plan may be critical depending on the nature, timing, severity, and duration of the disruption.

Minimum Essential Functions and Activities

- (1) Protect the health and safety of employees, contractors, visitors and the public
- (2) Provide support services for employees and/or their families directly affected by the event or incident
- (3) Protect critical facilities, systems, equipment and records in the HCHB
- (4) Ensure continued and uninterrupted command, control, and leadership of the Office of the Under Secretary
- (5) Communicate with employees, senior Department of Commerce staff, field offices, the Executive Office of the President, the Congress, and the public
- (6) Provide services and activities under the Federal Response Plan, the National Contingency Plan, the Federal Radiological Emergency Response Plan and other similar plans and agreements
- (7) Repair, restore, or replace damaged facilities, equipment, and services
- (8) Protect and, if necessary, restore historic, artistic, and museum objects and artifacts, including architectural elements of NOAA
- (9) Restore and reconstitute normal functions and activities of organizational units housed in the HCHB facility.

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Alternate Sites

SITE B:

Activation Scenario One, **if HCHB** is rendered temporarily unusable, key staff from the affected NOAA Line and/or Staff Offices will relocate to NOAA's Silver Spring Metro Complex, Building 3, 15th Floor. (See Appendix E)

SITE C:

Activation Scenario Two envisions a situation where **the entire Washington, DC metropolitan area is, or soon will be, incapacitated or otherwise unavailable for normal business activities.** This may be occasioned upon circumstances ranging from degraded building air quality to an actual or threatened use of a weapon of mass destruction. In the latter case, the President is likely to have declared a National Security Emergency under E.O. 12656, and other authorities.

Under these circumstances, the Site C Emergency Management Team will make its way to Site C to staff a temporary facility and re-establish critical functions within twelve hours. (See Appendices B & L)

ALTERNATE LINE OFFICE HEADQUARTERS:

Activation Scenario Three envisions a situation where the entire Washington Metropolitan Area has been affected, and, the Site C Emergency Management Team is unable to travel to Site C.

This may be occasioned upon circumstances such as an actual or threatened use of a weapon of mass destruction, or other catastrophic natural or man-made event. Under this scenario, the President is likely to have declared a National Security Emergency under E.O. 12656, and other authorities.

Under these circumstances, pre-selected Field and/or Regional offices assume headquarters leadership of their respective Line Offices, until further notice. (See Appendix C).

Vital Records

The identification and protection of vital records is necessary to maintain critical functions. A vital records protection program aims to identify vital records, provide ready access to vital records in a disaster or emergency, and enables NOAA-HQ personnel to meet continuity of operations objectives. The Office of Finance and Administration, in coordination with the Department of Commerce Records Management Office, and NOAA's Chief Information Officer, is currently developing a NOAA-wide Vital Records Management and Recovery Plan, which will be used in conjunction with this NOAA-HQ COOP

This Vital Records Management and Recovery Plan will identify records that are vital to the continued operation of NOAA in the event of enemy attack or other emergency and detail procedures for the inventory, storage, protection, cycling and recovery of vital records. **(See Appendix G)**

Objectives of a Vital Records Management and Recovery Plan

- Assign responsibilities for plan implementation and execution
- Ensure vital records are evaluated on the basis of their necessity in carrying out emergency operations or in protecting the rights and interests of citizens and the Government and not on their value as permanent records
- Ensure that emergency operating records vital to the continuity of critical functions during a national/regional emergency or disaster will be available at Site C in the event that those sites are activated in an emergency
- Safeguard legal and financial records essential to the preservation of the legal rights and interests of individual citizens and the Government
- Ensure vital records are easily retrievable and maintained in proper condition
- Ensure that a current inventory of vital records is readily accessible
- Outline procedures for and prioritize the recovery of vital records during an emergency
- Ensure damage to vital records during an emergency is minimized
- Provide procedures for the recovery of damaged records

Orders of Succession and Delegations of Authority

Succession

Agencies, and functional units within agencies, are responsible for establishing, promulgating, and maintaining orders of succession to key positions. **This Plan provides for an Order of Succession for the Under Secretary, Assistant Administrators, and the Directors of major divisions within NOAA. (See Appendix H)** The list of incumbents of designated positions must be kept current and available; all changes should be made as promptly as possible and attached to the existing position designations. The number of designations for a given position should be sufficient to allow multiple absences among those designated while providing uninterrupted leadership, especially in emergencies such as the activation of this COOP.

The list of designated positions, and the designated successors therein, must be reviewed and updated. Changes in office staffing or structure that affect the designated positions should be reflected in revised designations as promptly as possible.

The designation of successor positions and the incumbents in those positions are considered Emergency Operating Records of the originating office and are to be identified and protected in accordance with NOAA's Vital Records Plan.

Delegations of Authority

To ensure rapid response to any emergency situation requiring COOP implementation, agencies pre-delegate authority for making policy determinations and decisions at headquarters, regional levels and field offices, as appropriate. **The designation of successors includes providing each successor with a delegation of authority sufficient to perform any necessary duties in the event of the activation of this COOP.** Delegations of authority for each Line Office successor are in place and follow the text below.

The following positions in the [name of organization] will automatically succeed the head of the office/organization in the absence of the incumbent head and in the order listed. Incumbents in all of the positions listed are hereby delegated the authority to perform all duties and responsibilities of the head of the office/organization when required to ensure continued uninterrupted direction and supervision and to perform critical functions and activities of the office. The authority to act as the head of [name of organization] may be exercised only when an official in one of the following positions is reasonably certain that no superior in the list is able and available to exercise the authority and when the nature of the situation requires immediate action. Individuals acting as successors will be relieved of their authority as soon as a superior on the list assumes the role of successor, or when an official with the requisite authority designates a permanent or acting head of the office. Individuals exercising the authority of the head of the office will keep a record of important actions taken and the period during which they have exercised that authority.

COMMUNICATION AND COORDINATION

Employees

During Normal Duty Hours:

Appropriate information will be transmitted to NOAA employees during the incident through as many different modalities as possible, including: public address system, e-mail, management chain, phone trees and sound alarms.

After Normal Duty Hours:

For employees still on site, appropriate information will be transmitted to NOAA employees during the incident through as many different modalities as possible, including public address system, e-mail, management chain, phone trees and sound alarms. For employees no longer on site, the majority will be able to react to instructions from various forms of media or direct contact with them at home, including the requirement for pre-selected staff to relocate following proper notification.

In addition to news media announcements, employees will be encouraged to use the NOAA Web site and the emergency information number (800-_____) for more information.

In the event of COOP activation, employees who do not have a role or responsibility in the COOP process will be “on call,” in “standby status,” and placed on paid administrative leave, unless otherwise notified.

Notification Procedures

When practicable and appropriate, advance notification of COOP activation, including threat or warning information, will be provided to personnel with assigned responsibilities under this Plan and to others as the situation warrants.

To facilitate emergency notification of COOP Emergency Management Team members and to provide additional communication capabilities the leadership and key members of the COOP Emergency Management Team will use cellular phones, satellite phones, pagers and GETS cards. Those individuals are expected to respond to pages and phone calls in a reasonable period of time and to make alternate arrangements in the event of extended absences from the local area.

News Media

NOAA’s Office of Public and Constituent Affairs and Line Office Public Affairs staffs will work through the Department of Commerce Office of Public Affairs and coordinate and manage all information about the emergency that is released in public statements or to the new media.

The NOAA Office of Public and Constituent Affairs will serve as the spokesperson, coordinating closely with the Department of Commerce Office of Public Affairs. As soon as possible, accurate information to explain the crisis, measures being employed by the Department for safety, recovery and/or relocation will be shared with the media and the public through the use of media announcements and press statements for use by the electronic media (radio, TV, Internet) and the press. NOAA's Office of Public and Constituent Affairs will work with the media to ensure and promote a positive understanding of response, recovery, and mitigation activities being employed by NOAA.

Other External and Intergovernmental Communication/Coordination

Communication with external entities, such as national leadership, intergovernmental communication or stakeholders, will be handled, as appropriate, by the Department of Commerce, NOAA Office of Legislative Affairs, and the Office of Sustainable Development and Intergovernmental Affairs, in coordination with:

- Office of Management and Budget
- Constituent Groups
- Congressional Members, Committees and Staffs
- Other Federal Agencies

TRAINING, TESTING AND EVALUATIONS

Support for General Awareness, Training, and Exercises

All employees must be made aware that a Continuity of Operations Plan is in place and advised as to what they are expected to do in various disruptive situations to best support safety requirements and the continuation of mission critical functions.

Besides awareness, the COOP dictates general training and periodic drills to ensure the plan can be effectively executed when required. Such training and any supporting drills will take into account the sensitivity of certain information in the plan, e.g., specifics on relocation sites and home phone numbers, to minimize unauthorized access.

COOP Emergency Management Team Training

Emergency Management Team Members will be trained in COOP implementation and advised of their roles and responsibilities thereunder. Emergency Management Team Members will ensure their contact information is kept up to date.

Testing

Testing of selected notification procedures by the Emergency Management Team leaders will be conducted semi-annually, with a check of the viability of the entire notification system being conducted at least annually.

Emergency Management Team Members will help execute and evaluate COOP scenario activation drills semi-annually. A senior level evaluation will follow each exercise within 48 hours. A “lessons learned” list will be prepared and appropriate changes made, as necessary.

Full COOP Simulation will be conducted annually with Site C being fully activated (*See Appendix I*).

NOTE: Other exercises will include annual activation of the HCHB Occupant Emergency Plan.

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BUSINESS/PERSONNEL MANAGEMENT

BUSINESS

General Property Management Procedures

Materials acquired during Emergency Organization operations with a unit value in excess of \$5,000 and "sensitive materials" (personal computers, laptops, fax machines, VCRs, weapons, etc.) regardless of cost, will be identified and controlled as accountable property using the Bureau-recognized Personal Property Management System in accordance with US Government, Departmental, and Bureau-specific policies and procedures.

COST ACCOUNTING/REPORTING

Planning and Preparedness Costs

Costs of staff time, travel, routine supplies, and other activities associated with preparation and maintenance of the COOP, will be covered from normal office budgets. Offices are expected to cover costs of routine vital records protection measures, reference materials, and other items necessary to be prepared to conduct essential activities.

PERSONNEL

The NOAA Office of Finance and Administration will attend to the following:

Time and Attendance

Ensure that "**time**" for Emergency Management Team Members, and others affected by the activation of this COOP, is accounted for on the standard T&A worksheet. If it is possible to record time and attendance in the normal manner, that should be done. Otherwise, T&A data can be called-in to the timekeeper of record, or reported via e-mail. If, however, given the nature of the event normal T&A processes are impossible to perform, a pre-authorized OFA official will provide a pre-defined code to the federal payroll processing facility authorizing payment of salaries and benefits.

Assignments and Work Scheduling

The Emergency Management Team, supervisors, and managers have the authority to assign other emergency team members to perform whatever kind of work is necessary to carry out the mission of the agency. Assignments do not have to be reflected in employees' official position descriptions. "Other duties as assigned" always applies regardless of position, grade, location, bargaining unit

coverage or condition of employment. They also manage work and rest periods, and assignment duration and operational periods, for assigned emergency team members to maintain safe, productive activities.

Acquisition of Supplies, Materials and Services

All acquisitions for supplies, materials and services processed to support the Emergency Organization operations will be processed in accordance with the Federal Acquisition Regulations (FAR) and shall fully utilize the flexibilities allowed under the FAR for COOP and/or emergency situations. Increases in acquisition delegations of authority, as necessary, will be granted by the Director, Acquisition and Grants Office.

Purchase Cards/Procurement Guidance

Emergency requests for delegated acquisition authority or changes to existing authorities should be referred (via e-mail or fax) to the appropriate Agency Program Coordinator (APC) in Headquarters or the Administrative Support Centers. Such requests will be processed on an expedited basis and coordinated with the Purchase Card Contractor. For guidance and assistance in processing purchase card acquisitions, cardholders should contact their APC or the Acquisition Policy Chief in Headquarters. Questions or guidance needed for all other types of acquisitions can be referred to the Acquisition Policy Chief in Headquarters.

Claims Procedures

Claims against the Government may be filed by any aggrieved person, or his/her authorized agent or legal representative. Claims may be filed for property loss, property damage, personal injury, or death. Tort claims against the Government must be submitted within two years of the loss.

Claims for Employee Personal Property

In the event that an item of an employee's personal property is damaged, destroyed, or lost during an accident or emergency, the individual will file Form CD-224 (Employee Claim For Loss Or Damage To Personal Property) with the NOAA Claims Officer in the Finance Division. The procedures are in NAO 203-17, Personal Property Claims.

COOP DOCUMENT MANAGEMENT

The sensitive nature of the information in this Plan dictates special care in managing its reproduction, distribution and handling. A balance must be achieved that ensures the right people have timely access to the information they need, while restricting the opportunity for close-hold information to get into the hands of those who have no need for access. This balance will be attained through a number of measures. These include:

- (1) Use of the "For Official Use Only" designation for the plan and related support materials
- 2) Use of numbered copies and signed logs or receipts for controlling distribution
- (3) Restricted distribution of select portions of the plan, e.g., classified appendices

In coordination with the NOAA COOP Coordinator, the COOP Steering Committee will ensure that the Plan is accurate, in compliance with current policies, and is coordinated with other related NOAA and Department of Commerce Plans. Members will be responsible for keeping their principals advised on COOP matters. Additionally, the Steering Committee will develop and participate in training and exercising and testing of the plan.

Individuals authorized to receive plan copies will be required to sign to acknowledge receipt of a copy of this Plan, and to return all copies and supporting materials to their respective Line Offices (or Staff Offices) if access is no longer required, e.g., when moved to a new position or terminated, and to provide appropriate protection to sensitive information in this plan, using "need to know" as a primary criteria for access.

Copying and Extracts

Prior authorization by the respective Line Office (or Staff Offices) is required before making copies of the entire Plan or any part of the Plan.

NOAA COOP COORDINATOR AND ALTERNATES

CRAIG R. O'CONNOR

**NOAA COOP COORDINATOR &
DEPUTY GENERAL COUNSEL**

Office Address: 14th & Constitution Ave., N.W., HCHB 5814A
Washington, DC 20230

Home Address: 11826 Wayland Street
Oakton, VA 22124

Pager: 888-860-6135

Office Main Number: 202-482-4080

Cellular: 202-494-5314/240-832-0996

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Home: 703-716-1920

Office STE: 202-208-2435

Home STE /Fax: 703-716-1922

Satellite Phone: 254-377-7069

CAPTAIN RICHARD R. BEHN

EXECUTIVE DIRECTOR TO THE DEPUTY UNDER SECRETARY

Office Address: 14th & Constitution Ave. N.W., HCHB 5810
Washington, DC 20230

Home Address: 470 Rams Head Court
Rockville, MD 20853-1142

Office: 202-482-3565

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NOAA SECURITY

VACANT

(202) 607-7466 (Duty Officer)

(301) 713-0333 24/7 Command Center

RICK SHIMON

SPECIAL AGENT IN CHARGE

OFFICE OF GENERAL COUNSEL/NATIONAL SECURITY DIVISION

Office Address: 1315 East West Highway, Suite 10601

Silver Spring, MD 20910

Home Address: 5701 Hampton Forest Way
Fairfax, VA 22030

Pager: 888-762-9152

Office Direct: 301-713-9020

Office Main Number: 301-713-9278

Home w/STE: 703-631-6331

Cellular: 240/832-1301

Office STE: 301-713-9116

Satellite Phone: 254-377-7068

APPENDIX B

EMERGENCY CONTACT INFORMATION FOR SITE C EMERGENCY MANAGEMENT TEAM

I. NOAA COOP COORDINATOR AND ALTERNATES

CRAIG R. O'CONNOR

**NOAA COOP COORDINATOR &
DEPUTY GENERAL COUNSEL**

Office Address: 14th & Constitution Ave., N.W., HCHB 5814A
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Home Address: 11826 Wayland Street, Oakton, VA 22124

Pager: 888-860-6135

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Office STE: 202-208-2435

Home STE /Fax: 703-716-1922

Satellite Phone: 254-377-7069

CAPTAIN RICHARD R. BEHN

EXECUTIVE DIRECTOR TO THE DEPUTY UNDER SECRETARY

Office Address: 14th & Constitution Ave. N.W., HCHB 5810
Washington, DC 20230

Home Address: 470 Rams Head Court, Rockville, MD 20853-1142

Office: 202-482-3565

Cellular: 202-494-0104

Home: 301-570-8088

RICK SHIMON

SPECIAL AGENT IN CHARGE

OFFICE OF GENERAL COUNSEL/NATIONAL SECURITY DIVISION

Office Address: 1315 East West Highway, Suite 10601
Silver Spring, MD 20910

Home Address: 5701 Hampton Forest Way, Fairfax, VA 22030

Pager: 888-762-9152

Office Direct: 301-713-9020

Office Main Number: 301-713-9278

Home w/STE: 703-631-6331

Cellular: 240/832-1301

Office STE: 301-713-9116

Satellite Phone: 254-377-7068

SITE C EMERGENCY MANAGEMENT TEAM (continued)

II. NOAA LEADERSHIP

UNDER SECRETARY

CONRAD C. LAUTENBACHER, JR.

Vice Admiral U.S. Navy (Ret.)

(202) 482-3436 (Office)

(202) 253-5257 (Cell)

(703) 425-4306 (Home)

Assistant Secretary

JAMES (Jim) R. MAHONEY

(202) 482-3567 (Office)

(202) 997-3094 (Cell)

(703) 726-3955 (Home)

Deputy Under Secretary

SCOTT B. GUDS

(202) 482-4569 (Office)

(202) 494-2625 (Cell)

(877) 656-0823 (Pager)

(703) 549-3375 (Home)

Deputy Assistant Secretary

TIM KEENEY

(202) 482-3567 (Office)

(202) 997-3095 (Cell)

(301) 773-7340 (Home)

SITE C EMERGENCY MANAGEMENT TEAM (continued)

III. NOAA SENIOR OFFICIALS

NATIONAL WEATHER SERVICE

Assistant Administrator

John J. (“Jack”) Kelly, Jr.

(301) 713-9095 (Office-Direct)

(240) 604-4362 (Cell)

(703) 818-8418 (Home)

Chief Information Officer

Barry C. West

(301) 713-1360 x158 (Office)

(877) 613-0393 (Pager)

(301) 938-8498 (Cell)

(410) 721-8642 (Home)

***NCEP SENIOR DUTY METEOROLOGIST**

24/7 CONTACT

(301) 763-8298 or

(301) 763-8000 x7361

NATIONAL MARINE FISHERIES SERVICE

Assistant Administrator

Bill Hogarth

(301) 713-2239 (Office)

(301) 943-3849 (Cell)

(301) 942-4406 (Home)

**Deputy Assistant Administrator
for Operations**

John Oliver

(301) 713-2239 (Office)

(301) 717-5084 (Cell)

(800) 759-8255 Pin# 3026454 (Pager)

(301) 754-0204 (Home)

**Deputy Assistant Administrator
For Regulatory Programs**

Rebecca Lent

(301) 713-2239 (Office)

(240) 460-7575 (Cell)

(301) 608-7518 (Home)

Director, Law Enforcement

Dale Jones

(301) 427-2300 (Office)

(301) 661-6773 (Cell)

(888)-946-1963 (Pager)

(301) 790-0266 (Home)

SITE C EMERGENCY MANAGEMENT TEAM (continued)

NMFS (Cont'd)

Deputy Chief, Law Enforcement

Mark Spurrier

(301) 427-2300 x129 (Office)

(301) 661-1315 (Cell)

(888) 946-2955 (Pager)

(410) 552-4886 (Home)

Director, Seafood Inspection

Sam McKeen

(301) 713-2351 x214 (Office)

(301) 871-3350 (Home #1)

(302) 945-1825 (Home #2)

(301) 807-1574 (Cell)

Larry Tyminski, IT

(301) 713-2372 x140 (Office)

(301) 343-6201 (Cell)

(301) 879-2841 (Home)

NATIONAL ENVIRONMENTAL SATELLITE, DATA AND INFORMATION SYSTEM

Assistant Administrator

Greg Withee

(301) 713-3578 (Office)

(301) 518-0489 (Cell)

(240) 497-0679 (Home)

Mary Glackin

Deputy Assistant Administrator

(301) 713-2010 (Office)

(301) 943-0019 (Cell)

(410) 750-6797 (Home)

Chief Financial Officer

Warren Hall

(301) 713-9476 (Office)

(301) 467-7052 (Cell)

(301) 962-1988 (Home)

Chief Information Officer

Rob Mairs

(301) 713-1261 (Office)

(240) 687-1383 (Cell)

(410) 956-5633 (Home)

SITE C EMERGENCY MANAGEMENT TEAM (continued)

OCEANIC AND ATMOSPHERIC RESEARCH

Acting Assistant Administrator

Louisa Koch

(301) 713-2458 x139 (Office)

(301) 351-0861 (Cell)

(301) 592-9333 (Home)

Executive Director

Mary Langlais

(301) 713-1495 (x140) (Office)

(301) 785-0626 (Cell)

(301) 340-6998

Director, Office of Scientific Support

Russell Callender

(301) 713-2465 x119 (Office)

(301) 252-9415 (Cell)

(301) 879-7405 (Home)

OFFICE OF MARINE AND AVIATION OPERATIONS

Director

RADM Evelyn J. Fields

(301) 713-1045 (Office)

(301) 910-3296 (Cell)

(301) 916-5526 (Home)

(800) 313-1921 (Pager)

***Director, Marine Operations Center**

RADM Nicholas A. Prah

(757) 441-6168 (Office)

(757) 630-7118 (Cell)

(757) 638-1452 (Home)

Emergency After Hours #:

(757) 441-6206

not going to Site C but back-up contact point for RADM Fields

Deputy Director

Bob Taylor

(301) 713-1045 (Office)

(301) 602-0195 (Cell)

(301) 570-9207 (Home)

Chief Financial Officer

Donnie Spillman

(301) 713-1045 (Office)

(301) 869-3223 (Home)

SITE C EMERGENCY MANAGEMENT TEAM (continued)

NATIONAL OCEAN SERVICE

Acting Assistant Administrator

Jamie Hawkins

(301) 713-3074 x156 (Office)

(301) 908-1617 (Cell)

(800) 759-8888 PIN 1206484 (Pager)

(703) 780-4094 (Home)

Deputy Director, National

Geodetic Survey

Dave Zilkoski

(301) 713-3222 x141 (Office)

(301) 529-0149 (Cell)

(301) 963-1455 (Home)

Director

**Center for Operational Oceanographic
Products and Services**

Mike Szabados

(301) 713-2981 (x126)

(301) 704-5316 (Cell)

(301) 972-4704 (Home)

IV. STAFF OFFICES

OFFICE OF FINANCE AND ADMINISTRATION

**Chief Financial Officer/Chief Administrative
Officer**

Sonya Stewart

(202) 482-2291 (Office)

(202) 494-4975 (Cell)

(703) 556-3343 (Home)

Deputy Chief Financial Officer

Jolene Lauria Sullens

(202) 482-0917 (Office)

(202) 841-0150 (Cell)

(410) 586-3705 (Home)

Deputy Chief Administrative Officer

Helen Hurcombe, Acting

(301) 713-0836 (Home)

(301) 908-4237 (Cell)

(410) 703-3417 (Cell)

(301) 650-3352 (pager)

(410) 391-8534 (Home)

**Acting Director, Acquisitions
and Grants**

Dick Bennett

(301) 713-0836 (Office)

(301) 908-4237 (Cell)

(703) 250-3527 (Home)

SITE C EMERGENCY MANAGEMENT TEAM (continued)

GENERAL COUNSEL

CRAIG R. O'CONNOR

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Home w/STE: 703-631-6331

Cellular: 240/832-1301

Office STE: 301-713-9116

Satellite Phone: 254-377-7068

CHIEF INFORMATION OFFICE

Chief Information Officer

Carl Staton

(888) 268-7841 (Pager)

(240) 463-8289 (Cell)

(301) 713-3573 (Office)

(301) 570-0359 (Home)

Deputy Chief

Bill Turnbull

(301) 713-3573 (Office)

(240) 462-1096 (Cell)

(301) 949-1133 (Home)

SITE C EMERGENCY MANAGEMENT TEAM (continued)

LEGISLATIVE AFFAIRS

Director

MaryBeth Nethercutt

(202) 482-4981 (Office)

(202) 253-1828 (Cell)

(571) 212-7384 (Cell)

(703) 827-2203 (Home)

Deputy Director

Todd Ungerecht

(202) 482-5597 (Office)

(703) 362-6884 (Cell)

(202) 542-7381 (Pager)

(703) 329-1797 (Home)

PUBLIC AND CONSTITUENT AFFAIRS

Director

Jordan P. St. John

(202) 482-6132 (Office)

(877) 382-9786 (Pager)

(703) 847-8834 (Home)

Alternate for Site C

Kent Laborde

(202) 482-5757

EXECUTIVE SECRETARIAT

Director

Doris Kohler

(202) 482-2985 (Office)

(301) 646-0266 (Cell)

(410) 604-1951 (Home)

V. SECURITY AND FACILITIES

Manager, NOAA Security

VACANT

(202) 607-7466 Duty Officer

(301) 713-0333 24/7 Command Center

Facility Manager, SSMC

Roy Eckert

(301) 713-0937 x110 (Office)

301) 370-9185 (Cell)

(301) 871-3190 (Home)

**ALTERNATE LINE OFFICE LEADERSHIP
IF SILVER SPRING AND WASHINGTON, DC
FACILITIES ARE INCAPACITATED**

LINE OFFICE: NATIONAL WEATHER SERVICE

**ALTERNATE: National Weather Service
Central Region Headquarters**
7220 NW 101st Terrace
Kansas City, MO 64153
Director, Dennis McCarthy
(816) 891-8914 (Office)
(816) 591-9704 (Cell)
(888) 578-5584 (Pager)
(816) 880-9392 (Home)

**LINE OFFICE: NATIONAL ENVIRONMENTAL SATELLITE DATA, AND
INFORMATION SERVICE**

ALTERNATE: National Climatic Data Center
Federal Building
151 Patton Avenue
Asheville, NC 28801
Director, Tom Karl
(828) 271-4476 (Office - Direct)
(828) 271-4800 (Office - Main)
(828) 231-0552 (Cell)
(828) 236-4270 (Pager)
(828) 251-5453 (Home)

LINE OFFICE: NATIONAL OCEAN SERVICE

ALTERNATE: Coastal Services Center
2234 South Hobson Avenue
Charleston, SC 29405
Director, Margaret Davidson
(843) 740-1220 (Office)
(843) 834-3515 (Cell)
(800) 651-2546 (Pager)
(843) 577-6133 (Home)

**Alternate Line Office Leadership
(Continued)**

LINE OFFICE: MARINE AND AVIATION OPERATIONS

ALTERNATE: Marine Operations Center - Atlantic
439 W. York Street
Norfolk, VA 23510
Rear Admiral Nicholas A. Prahl
(757) 441-6776 (Office)
(757) 630-7118 (Cell)
(757) 638-1452 (Home)

LINE OFFICE: OCEANIC AND ATMOSPHERIC RESEARCH

ALTERNATE: Forecast Systems Laboratory
David Skaggs Research Center
325 Broadway
Boulder, CO 80303
Director, Dr. Alexander E. (Sandy) MacDonald
(303) 497-6378 (Office)
(303) 898-7637 (Cell)
(303) 442-0394 (Home)

LINE OFFICE: NATIONAL MARINE FISHERIES SERVICE

ALTERNATE: NOAA Western Regional Center
7600 Sand Point Way, NE
Seattle, WA 98115
Director, Alaska Regional Office
Jim Balsiger
(907) 586-7221 (Office)
(907) 321-7221 (Cell)
(907) 780-4668 (Home - Juneau, AK)
(425) 868-6195 (Home, Redmond, WA)
Assisted by:
Administrator, Northwest Region
Robert ("Bob") Lohn
(206) 526-6150 (Office)
Director, Alaska Fisheries Science Center
Douglas DeMaster, Ph.D.
(206) 526-4000

NOAA HCHB CRITICAL FUNCTIONS SUMMARY

Office of General Counsel

- 1) Provide legal service and guidance for all matters that may arise in the conduct of NOAA's missions
- 2) Serve as Chief Legal Officer for NOAA
- 3) Direct and execute NOAA's Continuity of Operations Plan
- 4) Enforce and monitor compliance of commercial remote sensing satellites to assure protection of national security and international obligations

Legislative Affairs

- 1) Coordinate all NOAA contacts with Congress, except those relating to appropriations
- 2) Plan, direct and coordinate legislative programs of immediate concern to the Under Secretary/Administrator
- 3) Identify and track all legislation of interest to NOAA and keep key officials informed
- 4) Preparation of NOAA's views on proposed or pending legislation
- 5) Coordinates with its counterpart in the Department of Commerce

Public and Constituent Affairs

- 1) Provide advice and counsel to Under Secretary/Administrator, Assistance Administrator, program and staff office directors on media and constituent outreach and relations
- 2) Coordinate NOAA internal communications, generate monthly newsletter
- 3) Provide media training for NOAA officials, senior managers and other employees representing NOAA
- 4) Coordinates with its counterpart in the Department of Commerce

Executive Secretariat

- 1) Manage and control incoming correspondence addressed to the Under Secretary/Administrator, Assistant Secretary/Deputy Administrator, Deputy Under Secretary, and Chief Scientist
- 2) Maintain schedule for and coordinate NOAA weekend duty office system.

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CRITICAL FUNCTIONS
LINE OFFICE BREAKDOWN

SITE B

PLANNING SCENARIO ONE

Under this scenario, HCHB is closed for normal business activities, but the cause of the disruption has not affected surrounding buildings, utilities, or transportation systems. The most likely causes of such disruption could be fire; system/mechanical failure; or loss of utilities that produces no significant damage to surrounding buildings or utility systems.

Under this scenario, key staff from the affected NOAA Line and/or Staff Offices located in the HCHB will temporarily relocate to the **NOAA Administrator's Executive Suite in Silver Spring, MD.**

Silver Spring Metro Complex

Building 3, 15th Floor

Rooms: 15537

15538

15540

15546

15547

15548

Phone numbers: (301) 713-3581

(301) 713-3582

(301) 713-3583

SITE C

NATIONAL CLIMATIC DATA CENTER

Director, Tom Karl
Federal Building
151 Patton Avenue
Asheville, NC 28801-5001
(828) 236-4720 (24/7 Duty Officer)

(828) 271-4476 (Office – Direct)
(828) 271-4800 (Office – Main)
(828) 231-0552 (Cell)
(828) 236-4270 (Pager)
(828) 251-5453 (Home)

Additional details will be provided.

NOAA'S Vital Records Plan

NOAA's Records Management Office in conjunction with NOAA's CIO Office is developing a Vital Records Plan to identify the records that are vital to the continued operation of NOAA in the event of enemy attack or other emergency. The records to be included in the Plan are vital to NOAA's continued operations or for the protection of legal and financial rights. The following list contains examples of both types of records:

Emergency-operating records:

Orders of Succession
Delegations of Authority
Emergency staffing assignments
Building plans and building systems operations manuals
Copies of agency program records needed to carry out continuing critical functions.
System documentation for any electronic information systems designated as emergency-operating records.

Records needed to protect rights:

Accounts-receivable records
Social security records
Payroll records
Retirement records
Insurance records
Any records relating to contracts, entitlement, leases or obligations whose loss would impose a significant risk.
System documentation for any electronic information systems designated as records needed to protect rights.

Only those records series or electronic information systems *most critical* to emergency operations or the preservation of legal or financial rights should be designated.

Each NOAA Line and Staff Office will identify which of its records are needed to fulfill its responsibilities for continuation or resumption of essential functions. After an inventory is conducted to designate the vital records, protection methods and storage sites will be chosen. Training will be given to all employees responsible for the vital records program.

TRAINING, TESTING AND EVALUATIONS

Work with Steering Committee to help exercise and evaluate COOP drills. Perform a senior level evaluation after each exercise with 48 hours. Consolidate a “lessons learned” list.

1. Telephone Recall (Semi Annually)

Rationale: Contact all personnel to ensure numbers and contact mechanisms are up to date.

Measure of Success: All critical personnel contacted within three hours during work week period (Mon 0600 - Friday 1700)

2. Scenario Simulation (Annually)

Devise a scenario that requires COOP implementation and also imposes degraded communications. Provide problem cards to remove selected personnel from the situation.

Rationale: Degrade communication capabilities in order to assess ad-hoc decision-making capability

Measure of Success: During normal working hours was each Line Office able to locate and be ready to deploy their team to Site C within two hours of scenario implementation?

3. Full COOP Simulation (Annually)

Devise a scenario that requires COOP implementation and also imposes degraded communications. Provide problem cards to remove selected personnel from the situation. Direct that each Line Office dispatch personnel to Site C for 24 hours and assume critical functions.

Rationale: Degrade communication capabilities in order to assess ad-hoc decision making capability.

Measure of Success: Was each Line Office able to locate and begin deployment of their team to Site C within two hours of scenario implementation?

FOR OFFICIAL USE ONLY

SITE VULNERABILITY ANALYSIS

This documentation resides within the U.S. Department of Commerce.

Directions to Site C

VIA I-95S

| | |
|--|-------|
| Merge onto I-495 [I-95] (West) | 6.2 |
| Bear RIGHT (South) onto I-95 | 92.1 |
| At I-95 Exit 79/I-64 I-95 Exit, bear LEFT (South) onto I-64 [I-95] | 3.2 |
| Continue (East) on I-95 | 24.3 |
| At I-85 Exit 6869/I-95 Exit 51, bear RIGHT (South-West) onto I-85 [US-460] | 139.8 |
| Entering North Carolina | |
| Bear LEFT (West) onto I-40 [I-85] | 28.2 |
| Continue (South) on I-85 [I-40] | 10.4 |
| Bear RIGHT (West) onto I-40 | 165.8 |
| At I-40 Exit 53/I-240 Exit 9, bear RIGHT (West) onto I-240 [US-74] | 4.3 |
| At I-240 Exit 5, turn LEFT (South-East) onto US-25 [Broadway St] | 0.3 |
| Turn RIGHT (West) onto Patton Ave | 0.3 |
| End: Arrive 151 Patton Ave, Asheville, NC 28801 | |

Directions to Site C

VIA I-66W

| | |
|--|-------|
| Stay on 14th St NW (South) | 0.4 |
| Turn RIGHT (West) onto US-50 [Constitution Ave NW] | 1.0 |
| Bear RIGHT (West) onto Ramp | 0.3 |
| Merge onto I-66 [US-50] (West) | 75.5 |
| Entering Virginia | |
| At I-81 Exit 300/I-66 Exit 1, turn LEFT (South-West) onto I-81 | 79.2 |
| At I-81 Exit 221/I-64 Exit 90, continue (South-West) on I-64 [I-81] | 30.3 |
| Continue (South) on I-81 | 109.7 |
| At I-77 Exit 81, bear RIGHT (West) onto I-77 [I-81] | 8.9 |
| At I-77 Exit 40/I-81 Exit 72, bear LEFT (West) onto I-81 [US-52] | 91.8 |
| Entering Tennessee | |
| At I-81 Exit 57/I-181 Exit 46, turn LEFT (South-East) onto I-181 [US-23] | 15.3 |
| At I-181 Exit 31, continue (South) on US-19 W [US-23] | 16.1 |
| At US-19 W US-23 Exit, bear RIGHT (South-West) onto US-23 | 25.2 |
| Entering North Carolina | |
| Bear RIGHT (South) onto US-19 [US-23] | 18.5 |
| At I-240 Exit 4, bear LEFT (East) onto Patton Ave | 0.6 |
| End: Arrive 151 Patton Ave, Asheville, NC 28801 | |

Directions to Site C

VIA SSMC

| | |
|--|-------|
| Depart East-West Hwy, Silver Spring, MD 20910 on East-West Hwy (West) | 0.2 |
| Turn LEFT (East) onto SR-410 [East-West Hwy] | 0.4 |
| Turn LEFT (North) onto SR-390 [16th St] | 0.9 |
| Turn LEFT (North-West) onto SR-97 [Georgia Ave] | 0.6 |
| Turn off onto Ramp | 0.1 |
| Merge onto I-495 [I-495 Outerloop] (West) | 16.8 |
| Entering Virginia | |
| Turn off onto Ramp | 0.3 |
| Merge onto I-66 [Custis Memorial Pky] (West) | 64.8 |
| At I-81 Exit 300/I-66 Exit 1, turn LEFT (South-West) onto I-81 | 79.2 |
| At I-81 Exit 221/I-64 Exit 90, continue (South-West) on I-64 [I-81] | 30.3 |
| Continue (South) on I-81 | 109.7 |
| At I-77 Exit 81, bear RIGHT (West) onto I-77 [I-81] | 8.9 |
| At I-77 Exit 40/I-81 Exit 72, bear LEFT (West) onto I-81 [US-52] | 91.8 |
| Entering Tennessee | |
| At I-81 Exit 57/I-181 Exit 46, turn LEFT (South-East) onto I-181 [US-23] | 15.3 |
| At I-181 Exit 31, continue (South) on US-19 W [US-23] | 16.1 |
| At US-19 W US-23 Exit, bear RIGHT (South-West) onto US-23 | 25.2 |
| Entering North Carolina | |
| Bear RIGHT (South) onto US-19 [US-23] | 18.5 |
| At I-240 Exit 4, bear LEFT (East) onto Patton Ave | 0.6 |
| End: Arrive 151 Patton Ave, Asheville, NC 28801 | |

Directions to Site C

VIA U-29

| | |
|---|-------|
| Depart 14th St NW & Constitution Ave NW, Washington, DC 20004 on US-50 [Constitution Ave NW] (West) | 1.0 |
| 1: Bear RIGHT (West) onto Ramp | 0.3 |
| 2: Merge onto I-66 [US-50] (West) | 0.4 |
| 3: Turn off onto Ramp | 0.3 |
| 4: Entering Virginia | |
| 5: Continue (West) on US-50 [Arlington Blvd] | 1.1 |
| 6: Bear RIGHT (South-West) onto Ramp | 0.2 |
| 7: Merge onto SR-237 [10th St N] (West) | 0.6 |
| 8: Turn LEFT (South) onto Wilson Blvd | 3.2 |
| 9: Bear RIGHT (West) onto Arlington Blvd | 0.1 |
| 10: Continue (West) on US-50 [Arlington Blvd] | 0.2 |
| 11: Continue (West) on Arlington Blvd | 2.6 |
| 12: Turn LEFT (South) onto Cedar Hill Rd | < 0.1 |
| 13: Turn RIGHT (West) onto US-50 [Arlington Blvd] | 3.7 |
| 14: Continue (West) on US-29 [US-50] | 2.7 |
| 15: Bear RIGHT (West) onto US-29 [Lee Hwy] | 2.5 |
| 16: Bear RIGHT (West) onto Lee Hwy | 0.8 |
| 17: Continue (West) on US-29 [Lee Hwy] | 3.5 |
| 18: Continue (West) on Ramp | 0.4 |
| 19: Merge onto I-66 [Custis Memorial Pky] (West) | 8.7 |
| 20: At I-66 Exit 43A, turn off onto Ramp | 0.8 |
| 21: Continue (West) on US-29 [Lee Hwy] | 4.1 |
| 22: Bear LEFT (South) onto US-15 [US-29] | 33.4 |
| 23: At US-15 US-29 Exit, continue (West) on US-29 [James] | 43.7 |

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| Monroe Hwy] | |
| 24: At US-29 US-250 Exit, turn RIGHT (North-West) onto US-250 | 11.6 |
| 25: At I-64 Exit 107, bear RIGHT (West) onto I-64 | 12.8 |
| 26: At I-64 Exit 94, bear LEFT (West) onto US-340 [Stuarts Draft Hwy] | 12.0 |
| 27: Bear RIGHT (West) onto SR-340 Y | 0.1 |
| 28: Turn RIGHT (North) onto US-11 [Lee Jackson Hwy] | 0.2 |
| 29: At I-64 Exit 213, turn LEFT (South-West) onto I-64 [I-81] | 21.8 |
| 30: Continue (South) on I-81 | 109.7 |
| 31: At I-77 Exit 81, bear RIGHT (West) onto I-77 [I-81] | 7.7 |
| 32: At I-77 Exit 73, bear LEFT (West) onto US-11 [RTE-11] | 5.9 |
| 33: Bear RIGHT (North-West) onto Connecting Rd | 0.1 |
| 34: At I-81 Exit 67, bear LEFT (West) onto I-81 | 38.1 |
| 35: At I-81 Exit 29, bear LEFT (South) onto SR-91 | 0.2 |
| 36: Bear RIGHT (South) onto US-11 [SR-91] | 9.5 |
| 37: At I-81 Exit 19, bear LEFT (West) onto I-81 [US-58] | 14.1 |
| 38: At I-81 Exit 5, continue (West) on US-11 (E) [US-19] | 25.0 |
| 39: Entering Tennessee | |
| 40: At I-181 Exit 35, bear LEFT (East) onto I-181 [US-19 W] | 3.6 |
| 41: At I-181 Exit 31, continue (South) on US-19 W [US-23] | 16.1 |
| 42: At US-19 W US-23 Exit, bear RIGHT (South-West) onto US-23 | 25.2 |
| 43: Entering North Carolina | |
| 44: Bear RIGHT (South) onto US-19 [US-23] | 18.5 |
| 45: At I-240 Exit 4, bear LEFT (East) onto Patton Ave | 0.6 |
| End: Arrive 151 Patton Ave, Asheville, NC 28801 | |